

EDITED KSA LISTING

CLASS: SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Advanced knowledge of information technology systems (software) programming, equipment, and its capabilities in order to install, maintain, secure, and support hardware and software.
K2	Advanced knowledge of the interfaces between hardware and software to determine compatibility of products, installation procedures, and parameter or configuration changes.
K3	Expert knowledge of the requirements for the installation and implementation of complex information technology software systems to install software, apply patches/fixes, and resolve problems.
K4	Expert knowledge of information technology concepts, practices, methods, and principles to install, maintain, secure, and support hardware and software.
K5	Advanced knowledge of current industry standards and trends to advise users and plan for future changes.
K6	Advanced knowledge of roles and responsibilities of oversight and regulatory agencies to review control agency documents such as feasibility studies.
K7	Advanced knowledge of flowcharts, decision tables, and block diagrams in order to troubleshoot problems and lay out network relationships.
K8	Expert knowledge of Structured Query Language (SQL) programming language to create schemas and database scripts.
K9	Expert knowledge of various database access methods to troubleshoot problems and advise users and application developers.
K10	Expert knowledge of data communications access methods to troubleshoot network performance problems and establish connectivity between disparate systems.
K11	Advanced knowledge of computer systems hardware to install, maintain, and support software and select hardware based on application design requirements.
K12	Advanced knowledge of the design/development of database/data management systems to design and maintain database applications based on user requirements.
K13	Expert knowledge of installation procedures to verify successful hardware/software installations and troubleshoot.
K14	Advanced knowledge of various data gathering, sampling, and analysis techniques to troubleshoot performance and for capacity planning.
K15	Advanced knowledge of principles of project management to create project plans.
K16	Advanced knowledge of the fundamentals of information processing and the principles of systematic problem solving to troubleshoot and test installations and designs.
K17	Advanced knowledge of agency-specific computer systems such as operating systems, databases, network protocols, and security products to install, maintain, and support the departments' hardware and software.
K18	Knowledge of the Department's Equal Employment Opportunity Objectives to ensure compliance with the departments EEO objectives.

Bold text-indicates not on Classification Spec.

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K19	Knowledge of a manager's role in meeting Equal Employment Opportunity Objectives and the processes available to meet these objectives in order to ensure a diverse workforce and provide equal opportunities to all employees.
K20	Knowledge of the principles of personnel management, supervision, and training in order to effectively assign the workload and accomplish ISD projects.
K21	Knowledge of system command language statements and utility programs in order to maintain and support the hardware and software systems.

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	Skill to:
S1	Skill to develop detailed installation, maintenance, and support specifications to provide direction to team members and production support staff.
S2	Skill to analyze data and situations, and reason logically and creatively to troubleshoot, develop capacity plans, and assist developers.
S3	Skill to identify problems, draw valid conclusions, and develop effective solutions to troubleshoot and assist developers with application and performance issues.
S4	Skill to establish and maintain cooperative working relationships with those contacted in the course of the work in order to participate on projects, communicate effectively with teammates, users, developers, management, and others.
S5	Skill to prepare clear, concise operations, disaster recovery, and Operational Recovery Plans (ORP) documentation to meet departmental and statewide standards.
S6	Skill to prepare clear, sound, accurate, and informative issue papers and other reports of systems matters to communicate findings, conclusions, and recommendations.
S7	Skill to communicate and justify the need for additional resources in order to complete projects in a timely manner.
S8	Skill to implement local system software modifications to install updates, patches/fixes, based on new releases from vendors.
S9	Skill to perform evaluations of vendor application or operating systems software such as communications or data management packages to determine if they are a viable product to meet business requirements.
S10	Skill to read and understand technical documents in order to install hardware and software.
S11	Skill to plan and schedule hardware and software installation activities to meet assigned deadlines.
S12	Skill in retrieving, compiling, and reporting data according to established procedures to carry out capacity planning, performance monitoring, and troubleshooting activities.
S13	Skill to communicate effectively to explain issues and solutions to users, managers, team members and vendors.
S14	Skill to use information technology systems (software) programming, equipment, and its capabilities to install, maintain, secure, and support hardware and software.
S15	Skill to coordinate the activities of technical personnel to ensure their timely and accurate completion of tasks.
S16	Skill to organize and perform a conversion between generations or versions of computer systems in order to ensure accurate implementation, add functionality, fix existing problems, and meet business requirements.

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S17	Skill to supervise subordinate staff members to ensure the workload is appropriately assigned, to provide employees with the time, tools, and training to complete the work, and control quality.
S18	Skill to evaluate subordinate staff members to determine skill level, training requirements, and performance levels.
S19	Skill to train subordinate staff members in order to provide employees with the necessary knowledge and skills to perform their jobs.
S20	Skill to mentor subordinate staff members in order to provide employees with the necessary knowledge and skills to perform their jobs and prepare them for advancement.

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	Ability to:
A1	Ability to grasp new concepts in order to keep up with changes in the industry.
A2	Ability to work independently to complete assigned tasks in a timely manner.
A3	Ability to work under pressure to meet deadlines and meet service levels.
A4	Ability to direct the work of others in order to meet deadlines and service levels.

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	Special Personal Characteristics:
SPC1	Willing to participate in conferences, meetings, and training sessions to present results/effects of evaluation studies of present/new operating procedures, and provide training to users and/or operations staff on new systems/software.
SPC2	Take the initiative to determine problems, suggest solutions, start activities without needing specific direction, etc.
SPC3	Tact in order to communicate effectively and maintain working relationships.